

**Enrolled Minutes of the Seventy-Seventh Regular or Special Meeting
For the Twenty-Eighth Highland Town Council
Regular Meeting
Monday, December 10, 2018**

Study Session. The Twenty-Eighth Town Council of the Town of Highland, Lake County, Indiana met in a study session preceding the regular meeting on Monday, December 10, 2018 at 6:45 O'clock P.M. in the regular place, the meeting chambers of the Highland Municipal Building, 3333 Ridge Road, Highland, Indiana.

Silent Roll Call: Councilors Bernie Zemen, Mark Herak, Dan Vassar, Steve Wagner and Konnie Kuiper were present. The Clerk-Treasurer, Michael W. Griffin was present to memorialize the proceedings. A quorum was attained.

General Substance of Matters Discussed.

1. The Town Council joined by Thomas Brown of the Brown Insurance Agency, discussed and reviewed his proposed renewal premiums for the Worker's Compensation Plan and the worker group Dental Plan, with United Health Care. It was conformed that the Town Council would act as the matters were placed on the agenda for action at the imminent meeting. Mr. Thomas Brown departed.
2. The Town Council and the Clerk-Treasurer discussed the agenda of the imminent meeting.
3. Councilor Vassar indicated that Tom Crowel of the Crowel Agency contacted him to discuss renewal of the municipal multi-peril, casualty and property policies. It would be taken up at the study session of December 17, 2018.
4. The Town Council discussed whether an added on-line presence in social media such as Facebook should be developed to offer the Town's positions on matters of public import. Whether it would be helpful to have such a presence as a possible municipal source of information in contrast to some sites that sometimes offer a mistaken view.
5. The Town Council discussed the left turn lane on 45th serving the intersection at 45th and 5th Avenue and whether a left turn arrow on the traffic light would be desirable. The Public Works Director indicated that the traffic warrant guidance indicated that the traffic volume was insufficient to require a left turn arrow on the traffic light.
6. The Town Council discussed with Robin Carlascio of the Idea Factory, which is contracted by the municipality to perform certain website maintenance and content services as well as produce a monthly newsletter, a recent hacking of the municipal website that eliminated the functionality of a navigation bar. Ms. Carlascio indicated that the matter was being corrected. Also, recent links to the Highland-Griffith Chamber were updated to drive users to the proper site of the Highland-Griffith Website.

The study session ended at 7:09 O'clock p.m.

Regular meeting. The Twenty Eighth Town Council of the Town of Highland, Lake County, Indiana met in its regular session on Monday, December 10, 2018 at 7:10 O'clock P.M. in the regular place, the plenary meeting chambers of the Highland Municipal Building, 3333 Ridge Road, Highland, Indiana.

The Town Council President, Mark A. Herak presided. The Town Clerk-Treasurer, Michael W. Griffin, was present to memorialize the proceedings. The meeting was opened with the Councilor Steven Wagner reciting the Pledge of Allegiance to the Flag of the United States of America and offering a prayer.

Roll Call: Present on roll call were Councilors Bernie Zemen, Mark Herak, Dan Vassar, Steve Wagner and Konnie Kuiper. The Clerk-Treasurer, Michael W. Griffin was present to memorialize the proceedings. A quorum was attained.

Additional Officials Present: Jared Tauber, Attorney with Tauber Law Offices; John M. Bach, Public Works Director; Peter Hojnicky, Metropolitan Police Chief; William R. Timmer, Jr., CFOD, Fire Chief; Kathy DeGuilio-Fox, Redevelopment Director; and Alex M. Brown, CPRP, Parks and Recreation Superintendent, were present.

Also present Larry Kondrat, Board of Waterworks Directors; and Ed Dabrowski, IT Director (Contract) were also present.

Guests present: Linda Johnsen, Highland Branch Head of the Lake County Public Library; Robin Carlascio, Idea Factory; and Tom Brown, Brown Insurance Agency (during the study session), were present.

Minutes of the Previous Meetings: The minutes of the regular meeting of 26 November 2018 were approved by general consent.

Staff Reports: The following staff reports were received and filed.

• **Building & Inspection Report for November 2018**

| Permit Type | Number | Residential | Commercial | Est. Cost | Fees |
|-------------------------------------|-----------|-------------|------------|---------------------|--------------------|
| Commercial Buildings: | 0 | 0 | 0 | \$0.00 | \$0.00 |
| Commercial Additions or Remodeling: | 2 | 0 | 2 | \$87,278.00 | \$1,442.00 |
| Signs: | 2 | 0 | 2 | \$7,667.00 | \$645.00 |
| Single Family: | 0 | 0 | 0 | \$0.00 | \$0.00 |
| Duplex/Condo: | 0 | 0 | 0 | \$0.00 | \$0.00 |
| Residential Additions: | 0 | 0 | 0 | \$0.00 | \$0.00 |
| Residential Remodeling: | 46 | 46 | 0 | \$379,819.00 | \$6,653.00 |
| Garages: | 1 | 1 | 0 | \$15,336.00 | \$419.50 |
| Sheds: | 1 | 1 | 0 | \$3,679.00 | \$187.50 |
| Decks & Porches: | 0 | 0 | 0 | \$0.00 | \$0.00 |
| Fences: | 7 | 7 | 0 | \$26,847.00 | \$861.50 |
| Swimming Pools: | 0 | 0 | 0 | \$0.00 | \$0.00 |
| DrainTile/ Waterproofing: | 4 | 4 | 0 | \$23,478.00 | \$549.50 |
| Miscellaneous | 3 | 3 | 0 | \$16,442.00 | \$516.50 |
| TOTAL: | 66 | 62 | 4 | \$560,546.00 | \$11,274.50 |
| Electrical Permits | 14 | 10 | 4 | | \$1,080.00 |
| Mechanical Permits | 19 | 17 | 2 | | \$1,486.00 |
| Plumbing Permits | 13 | 11 | 2 | | \$1,559.00 |
| Water Meters | 0 | 0 | 0 | | \$0.00 |
| Water Taps | 0 | 0 | 0 | | \$0.00 |
| Sewer/Storm Taps | 0 | 0 | 0 | | \$0.00 |
| TOTAL Plumbing: | 13 | 11 | 2 | | \$1,559.00 |

November Code Enforcement:

Investigations: 75
 Citations: 01
 Warnings: 75

November Inspections & Exams:

Building: 45 Electrical: 25 Plumbing: 09 HVAC: 14

Electrical Exam: 1

• **Fire Department Report for November**

| <u>Type of Call</u> | <u>Month</u> | <u>2nd half of year</u> |
|----------------------|--------------|-------------------------|
| General Alarms | 16 | 71 |
| Paid Still Alarms | 38 | 182 |
| Still Alarms | 07 | 31 |
| Total Alarms: | 61 | 284 |

* For paid still alarms, responses or participation by the fire fighters, a stipend in lieu of direct compensation, shall be paid to the Highland Volunteer Fire Fighter Association in the amount of \$50 each. (Pursuant to Wage and Salary Ordinance, Section 12(G).)

Workplace Safety Report.

It was noted that the workforce Safety Report would be filed at a future meeting.

Unfinished Business and General Orders:

- 1. Selection or renewal of Group Dental Plan.** *Current provider, United Health Care (UHC) rates are proposed for renewal at Employee only at \$37.04; Employee and Spouse at \$76.46; Employee plus children \$73.49 and for Employee and family at \$125.66 per month; The current rates are the same. The proposed rates from United Health care represent a 0% increase over the 2018 rates. If approved, Brown Insurance Group would be agent of record. In addition, renewal is currently March 1, 2019.*

Councilor Zemen moved to approve the renewal of the Group Dental Plan at the rates indicated, with Brown Insurance Agency. Councilor Vassar seconded. Upon a roll call vote, there were five affirmatives and no negatives. The motion passed. The group dental plan was approved and renewed as indicated.

- 2. Renewal for the Workers Compensation Plan,** effective February 1, 2019 with Indiana Public Employers Plan (IPEP) as presented by Brown Insurance Group. *The proposed premium or "contribution" is estimated to be \$92,132. This represents an decrease of 18% under the previous year. The experience modifier is quite good. The Town benefitted also from a new methodology for calculating the risk.*

Councilor Wagner moved to renew with IPEP as the workers compensation plan as presented by the Brown Insurance Agency. Councilor Kuiper seconded. Upon a roll call vote, there were five affirmatives and no negatives. The motion passed. The workers compensation plan with IPEP was approved and renewed as presented by the Brown Insurance Agency.

- 3. Enactment No. 2018-52:** An Enactment Authorizing Affirming Training Topic in Support of the Objectives of the Internal Control System and Policy, Pursuant to Chapter 3.60 of the Highland Municipal Code.

Councilor Vassar introduced and moved the consideration of Enactment No. 2018-52 at the same meeting of its introduction. Councilor Kuiper seconded. Upon a roll call vote, a unanimous vote being necessary, there were five affirmatives and no negatives. The motion passed. The Enactment could be considered at the same meeting of its introduction.

Councilor Vassar moved the passage and adoption of Enactment No. 2018-52 at the same meeting of its introduction. Councilor Kuiper seconded. Upon a roll call vote, a

two-thirds vote being necessary, there were five affirmatives and no negatives. The motion passed. The Enactment was passed and adopted at the same meeting of its introduction.

Town of Highland
ENACTMENT NO. 2018-52

AN ENACTMENT AUTHORIZING AFFIRMING TRAINING TOPIC IN SUPPORT OF THE OBJECTIVES OF THE INTERNAL CONTROL SYSTEM AND POLICY, PURSUANT TO CHAPTER 3.60 OF THE HIGHLAND MUNICIPAL CODE.

Whereas, The Town of Highland, Indiana is a municipal government operating under the authority of IC 36-5 et seq; and

Whereas, The Town of Highland, Indiana through its Town Council and the provisions of IC 5-11 et seq. has a continuing duty to provide for the training in support of the Internal control System and Policy; and

Whereas, The Town Council of the Town of Highland, Indiana has **ultimate authority** for the establishment of an internal control policy and is the body tasked with oversight in support of the Internal control System and Policy, pursuant to Section 3.60.080 of the Highland Municipal Code;

Whereas, It is necessary for the Town of Highland, to authorize and conduct on-going training in the objectives of the Internal Control System; and

Whereas, The Town Council did pass and adopt Resolution No. 2018-35, on August 27, 2018, which authorized and approved cash handling training as part of the annual support for its on-going training to internal controls;

Whereas, The Clerk-Treasurer has advised the Town Council, that since the passage of the resolution, neighboring municipal officials and staff have expressed interest in participating in the scheduled training and are willing to pay to support costs associated with the training provided by the Association of Public Treasurers of the United States and Canada;

Whereas, The Town Council of Highland desires to carry out its charge under the provisions of Chapter 3.60 of the Highland Municipal Code and authorize a training related to the Internal Control System, affirming its previously adopted resolution, authorizing participation from neighboring communities and enabling the Clerk-Treasurer to charge an appropriate fee to based upon the unit cost of providing the training,

NOW, THEREFORE IT IS HEREBY ENACTED by the Town Council of the Town of Highland, County of Lake, Indiana as follows:

Section 1. That the Town Council of the Town Highland, hereby restates the objectives of the Town's internal controls as follows:

(1) *Operations Objectives.* These objectives involve the ways governmental services are performed and the performance of those providing governmental services including by way of example budgeting, purchasing, permitting, cash management, and planning among others.

(2) *Reporting Objectives.* These objectives involve the filing of financial and nonfinancial information to those inside the government and those outside of the government including by way of example filing the annual report, audit and examination cooperation, filing uniform conflict of interest forms, and the other filings with any governmental agency or official or information required to be maintained on file such as an OSHA log and responding to a public records request among others.

(3) *Compliance Objectives.* These objectives involve the adherence to law and regulations including by way of example following guidance documents such as the State Board of Accounts' manuals, bulletins, directives and the department of local government finance's forms and directions and including other outside-of-government trainings and documents. [Ord. 1640 § 1, 2016].

Section 2. That pursuant to HMC Section 3.60.070 (B), *The personnel of the town of Highland whose official duties include receiving, processing, depositing, disbursing, or otherwise having access to funds that belong to the federal government, state government, a political subdivision, or another governmental entity shall be trained, unless on leave status, on the minimum internal control standards and procedures and any other standards and procedures determined necessary by the town of Highland and shall cooperate with the clerk-treasurer or designee so that the clerk-treasurer can timely certify to the State Board of Accounts that the training was received by personnel as provided by law;*

Section 3. That the officers and employees of neighboring cities and towns whose official duties may include receiving, processing, depositing, disbursing, or otherwise having access to funds that belong to the federal government, state government, a political subdivision, or another governmental entity are authorized to participate in the training that may be scheduled for the Town of Highland;

Section 4. That the Town Clerk-Treasurer is hereby authorized to cause training of the relevant employees and all department heads in the operations objective of cash management, particularly seeking training

in cash handling as well as such officers and employees of neighboring cities and towns who wish to participate and, pursuant to IC 36-1-3-8(a)(6), the Town Clerk-Treasurer is further authorized to charge the fee of \$65, which is the fee set by the Association of Public Treasurers of the United States and Canada for materials and the instructor.

Introduced and Filed on the 10th day of December 2018. Consideration on same day or at same meeting of introduction sustained a vote of 5 in favor and a vote of 0 opposed, pursuant to IC 36-5-2-9.8.

DULY ENACTED and ADOPTED this 10th day of December 2018, by the Town Council of the Town of Highland, Lake County, Indiana, having been passed by a vote of 5 in favor and 0 opposed.

**TOWN COUNCIL of the TOWN of
HIGHLAND, INDIANA**

/s/Mark A. Herak, President (IC 36-5-2-10)

Attest:

/s/Michael W. Griffin, IAMC/MMC/CPFA/CPFIM/CMO
Clerk-Treasurer (IC 33-42-4-1;IC 36-5-6-5)

- 4. Enactment No. 2018-53:** An Enactment Authorizing and Approving a wellness initiative for the municipal workforce supporting flu vaccinations for full-time workers, firefighters, to be paid at the expense of the municipality as employer, pursuant to I.C. 5-10 et seq; and IC 36-1-3.

Councilor Wagner introduced and moved the consideration of Enactment No. 2018-53 at the same meeting of its introduction. Councilor Zemen seconded. Upon a roll call vote, a unanimous vote being necessary, there were five affirmatives and no negatives. The motion passed. The enactment could be considered at the same meeting of its introduction.

Councilor Wagner moved the passage and adoption of Enactment No. 2018-53 at the same meeting of its introduction. Councilor Kuiper seconded. Upon a roll call vote, a two-thirds vote being necessary, there were five affirmatives and no negatives. The motion passed. The enactment was passed and adopted at the same meeting of its introduction.

**Town of Highland
ENACTMENT (ORDINANCE)
Enactment No. 2018-53**

AN ENACTMENT AUTHORIZING AND APPROVING A WELLNESS INITIATIVE FOR THE MUNICIPAL WORKFORCE SUPPORTING FLU VACCINATIONS FOR FULL-TIME WORKERS, FIREFIGHTERS, TO BE PAID AT THE EXPENSE OF THE MUNICIPALITY AS EMPLOYER, PURSUANT TO I.C. 5-10 ET SEQ; AND IC 36-1-3.

WHEREAS, Title 36, Article 1 Chapter 4 of the Indiana Code confers certain general corporate powers on the several units of government in Indiana;

WHEREAS, Title 5, Article 10, Chapters 2.2 and 2.6 enables a public employer to provide programs of group health insurance by purchasing policies of group insurance or establishing self-insurance programs.

WHEREAS, Title 36, Article 1, Chapters 3 provides that a unit of local government unit has all powers granted it by statute and all other powers *necessary or desirable* in the conduct of its affairs, even though not granted by statute;

WHEREAS, Title 36, Article 1, Chapters 3 further provides that a unit of local government desiring to exercise powers under IC 36-1-3, must adopt an ordinance prescribing a specific manner for exercising the power;

WHEREAS, The Town Council of the Town of Highland, has been advised of the desirability of establishing a wellness initiative in which flu shot vaccinations are made available to full-time members of the municipal workforce, fire fighters of the Highland Fire Department, as well as their spouses; and,

WHEREAS, The Town Council of the Town of Highland, has determined that establishing a wellness initiative in which flu shot vaccinations are made available to full-time members of the municipal workforce, fire fighters of the Highland Fire Department, as well as their spouses to be a desirable action that will promote worker wellness and wellbeing and reduce absenteeism due to flu related illness,

NOW, THEREFORE BE IT ENACTED by the Town Council of the Town of Highland, Lake County, Indiana, as follows:

Section 1. That a wellness initiative authorizing flu shot vaccinations to be paid from public funds as an employer provided benefit is hereby approved and authorized for the following identified groups:

- (A) Full-time members of the municipal workforce and the Clerk-Treasurer;
- (B) Member firefighters of the Highland Fire Department;
- (C) Spouses of full-time members of the municipal workforce, the Clerk-Treasurer and member firefighters of the Highland Fire Department;
- (D) Part-time workers whose are regularly scheduled 30 or more hours and have worked in the current year, including but not limited to the Code Enforcement Officer(s), Utility Field Service Representative, and other workers as defined.

Section 2. That this authorization is effective from January 1, 2019 continuing until its expiration on December 31, 2019 and shall be construed as an elective group benefit and not an entitlement;

Section 3. That this benefit is subject to sufficiency of appropriations available for expenditure in the Office of the Town Council, Corporation General Fund, pursuant to I.C. 6-1.1-18 and shall not exceed the amount of \$2,500.00;

Section 4. That in satisfaction and for the purposes of the provisions set out in I.C. 36-5-2-9.6, I.C. 36-5-3-5, I.C. 36-5-4-2, this enactment shall be deemed properly filed and introduced before the Town Council at a regular or special meeting, properly called and convened pursuant to I.C. 5-1.5-14 *et seq.*

Introduced and Filed on the 10th Day of December 2018. Consideration on the same day or at same meeting of introduction sustained a vote of 5 in favor and 0 opposed, pursuant to IC 36-5-2-9.8.

DULY ORDAINED AND ADOPTED this 10th Day of December 2018, by the Town Council of the Town of Highland, Lake County, Indiana, having been passed by a vote of 5 in favor and 0 opposed.

**TOWN COUNCIL of the TOWN of
HIGHLAND, INDIANA**

/s/Mark Herak, President (IC 36-5-2-10)

ATTEST:

/s/ Michael W. Griffin, IAMC/MMC/CPFA/CPFIM/CMO
Clerk-Treasurer (IC 33-42-4-1; IC 36-5-6-5)

- 5. Enactment No. 2018-54:** An Enactment Authorizing and Approving a Wellness Initiative for the Municipal Workforce the Health and Wellness Program of the Aim Medical Trust, for its Participating Members, Establishing a Limited Group Health and Wellness Benefit for Municipal Employees and their Covered Spouses, and Establishing a Compensatory Incentive under the terms of the Compensation and Benefits Ordinance, Pursuant to IC 36-1-3 and other Relevant Statutes.

Councilor Wagner introduced and moved the consideration of Enactment No. 2018-54 at the same meeting of its introduction. Councilor Kuiper seconded. Upon a roll call vote, a unanimous vote being necessary, there were five affirmatives and no negatives. The motion passed. The enactment could be considered at the same meeting of its introduction.

Councilor Wagner moved the passage and adoption of Enactment No. 2018-54 at the same meeting of its introduction. Councilor Vassar seconded. Upon a roll call vote, a two-thirds vote being necessary, there were five affirmatives and no negatives. The motion passed. The enactment was passed and adopted at the same meeting of its introduction.

Town of Highland
ENACTMENT (ORDINANCE)
Enactment No. 2018-54

AN ENACTMENT AUTHORIZING and APPROVING A WELLNESS INITIATIVE FOR THE MUNICIPAL WORKFORCE the HEALTH and WELLNESS PROGRAM OF THE AIM MEDICAL TRUST, for its PARTICIPATING MEMBERS, ESTABLISHING A LIMITED GROUP HEALTH AND WELLNESS BENEFIT FOR MUNICIPAL EMPLOYEES AND THEIR COVERED SPOUSES, AND

ESTABLISHING A COMPENSATORY INCENTIVE UNDER THE TERMS OF THE COMPENSATION and BENEFITS ORDINANCE, PURSUANT TO IC 36-1-3 and OTHER RELEVANT STATUTES.

WHEREAS, The Town Council is the fiscal and legislative body of the Town of Highland;

WHEREAS, IC 36-1-3-2 confers upon all local units the powers that they need for the effective operation of government as to local affairs;

WHEREAS, IC 36-1-3-6 (b)(1) prescribes that any such exercise of power shall be authorized through enactment of an ordinance passed by the legislative body; and

WHEREAS, IC 36-1-4, sections 14 and 15 provide in pertinent parts for the establishment of a system of employment for any class of employee and for fixing the level of compensation of its officers and employees; and

WHEREAS, IC 5-10-8 further authorizes Indiana political subdivisions to participate in and provide for certain compensation plans, and group benefits for its public workforce and officers, some of which have been duly adopted and established by ordinance of the Town; and

WHEREAS, IC 36-5, Chapters 3 and 4 provide additional authority and guidelines for fixing the level of compensation of officers and employees in towns; and

WHEREAS, The Town Council has determined that the establishment of a program for Health and Wellness services for its public workforce, consistent with Indiana Statutes, would be of benefit to support and carryout the public purposes of the municipality; and

NOW, THEREFORE, BE IT HEREBY ENACTED AND ORDAINED BY the Town Council of the Town of Highland, Lake County, Indiana, as follows:

Section 1. That there is established for the municipality a program for Health and Wellness services for its public workforce pursuant to and consistent with the provisions of the relevant governing law;

Section 2. That *Community Health Care*, has presented a proposal to operate and provide a program of health and wellness services to the Town of Highland's municipal workforce and covered spouses, who are enrolled in either the PPO or the HDHP of the United Health Care group medical insurance plan, in which *Community Health Care New Healthy Me* will provide delivery of wellness services, particularly in performing health and wellness education sessions, preventative screenings, and related services, subject to a co-pay or an hourly fee, for the primary covered employee, the covered spouse and children (ages 18-26), to be paid by the local government;

Section 3. That the Town Council further hereby authorizes and approves the payment of the identified individual session fee, as part of the program, in an amount not to exceed \$150, for covered employee, the covered spouse and children (ages 18-26), who also participates in the **health and wellness education sessions**, and finds and determines the session cost to be a reasonable and allowable fee to be paid on behalf of the participants in the group health plan as employees by the Town of Highland as employer;

Section 4. That the Town Council further hereby authorizes and approves the payment of the identified unit fee, as part of the program, in an amount not to exceed \$35, for covered employee, the covered spouse and children (ages 18-26), covered by the group health plan, who also participate in the **audiograms (hearing) screenings**, and now finds and determines the unit payment to be a reasonable and allowable fee to be paid on behalf of the participants in the group health plan as employees by the Town of Highland as employer;

Section 5. That the Town Council hereby further authorizes and approves the payment of the identified unit fee, as part of the program, in an amount not to exceed \$35, for covered employee, the covered spouse and children (ages 18-26), covered by the group health plan, who also participate in the **Memory screenings**, and now finds and determines the unit payment to be a reasonable and allowable fee to be paid on behalf of the participants in the group health plan as employees by the Town of Highland as employer;

Section 6. That the Town Council still hereby further authorizes and approves the payment of the identified individual session fee, as part of the program, in an amount not to exceed \$500, for the **Mini Health Fair Session**, and now finds and determines the session cost to be a reasonable and allowable fee to be paid on behalf of the participants in the group health plan as employees by the Town of Highland as employer;

Section 7. That the Town Council further hereby authorizes and approves the payment of the identified unit fee, as part of the program, in an amount not to exceed \$30 per blood screening and not to exceed \$35 for each corresponding test, for covered employee, the covered spouse and children (ages 18-26), covered by the group health plan, who also participate in **basic blood screenings and corresponding age appropriate tests**, and now finds and determines the unit cost to be a reasonable and allowable fee to be paid on behalf of the participants of the group health plan as employees by the Town of Highland as employer;

Section 8. (A) That the source of the funding for this program shall be the properly identified appropriation in Office of the Town Council in the Corporation General Fund which is established to support wellness expenses;

(B) That the Clerk-Treasurer shall take the steps necessary to carry out the administration of this program from the fund and account identified herein, including causing any additional

appropriations hearing(s) that may be necessary, and properly encumbering the amount of money necessary to cover the liability likely to be incurred under the terms of this ordinance.

(C) That the payment of the fee by the municipality for the covered spouse and children (ages 18-26) of a covered employee and the Clerk-Treasurer is subject to sufficiency of appropriations available for expenditure pursuant to I.C. 6-1.1-18.

Section 9.(A) That all employees covered by the group health plan are required to obtain a preventative medical exam with all age-appropriate testing, complete the Rally Health Survey online, and participate in one (1) town-sponsored wellness event/seminar by **November 30, 2019**;

(B) That any employee that fails to complete the requirements of the wellness plan will pay an increased amount towards the group health insurance benefit;

(C) That in order to incentivize and encourage greater participation by the employees of the municipality, a financial incentive as described in subdivision (D) and (F) of this section shall be authorized;

(D) That the provisions of the Compensation and Benefits Ordinance commonly known as the Municipal Employees handbook, particularly Section §6.03.04 are incorporated by reference;

(E) *Special incentive for 2019.* That notwithstanding the amendments herein, for the period January 1 through December 31, 2019 in order to incentivize and encourage greater participation in the **high deductible plan** and lower overall costs to the municipality, **all eligible employees who are not enrolled in the high deductible plan** at the time of this ordinance's adoption, who enroll in the high deductible plan for the fiscal year 2019, shall pay no group premium for participation in the high deductible plan in 2019;

Section 10. Subject to the approving action of the Highland Park and Recreation Board, all covered employees who participate in the well program will be eligible to obtain an individual membership at the Highland Parks & Recreation Fitness Center at a modified fee to provide further incentive to participation in the IACT Medical Trust Wellness Program;

Section 11. That this enactment is to be construed as a companion enactment complementary to any ordinance or enactment passed from time to time establishing compensation and benefits, known as the Compensation and Benefits Ordinance and commonly promulgated as the Municipal Employees Handbook;

(A) That this enactment shall be effective to the extent that it is not in conflict with Federal or State law;

(B) That all other ordinances, enactments and resolutions related to the subject matter of this enactment and not in conflict with its provisions, remain in full force and effect;

Section 12. That this authorization shall be construed as an elective group benefit and not an entitlement;

Section 13. That this enactment shall become and remain in full force and effect from and after the date of its passage and adoption upon its signature by the executive as attested thereto by the clerk-treasurer, in the manner prescribed by IC 36-5-2-10(a).

Introduced and Filed on the 10th day of December 2018. Consideration on same day or at same meeting of introduction experienced a vote of 5 in favor and 0 opposed, pursuant to IC 36-5-2-9.8.

DULY ORDAINED and ADOPTED this 10th Day of December 2018, by the Town Council of the Town of Highland, Lake County, Indiana, having been passed by a vote of 5 in favor and 0 opposed.

**TOWN COUNCIL of the TOWN of
HIGHLAND, INDIANA**

/s/Mark Herak, President (IC 36-5-2-10)

ATTEST:

/s/ Michael W. Griffin, IAMC/MMC/CPFA/CPFIM/CMO
Clerk-Treasurer (IC 33-42-4-1; IC 36-5-6-5)

6. Resolution No. 2018-50: A Resolution Affirming the Town of Highland, Lake County, Indiana Intention to Promote the 2020 Census and in Undertaking Complete Count Activities.

Councilor Wagner moved the passage and adoption of Resolution No. 2018-50. Councilor Vassar seconded. Upon a roll call vote, there were five affirmatives and no negatives. The motion passed. The resolution was adopted.

Town of Highland
TOWN COUNCIL RESOLUTION NO. 2018-50

A RESOLUTION AFFIRMING the TOWN of HIGHLAND, LAKE COUNTY, INDIANA INTENTION to PROMOTE THE 2020 CENSUS and in UNDERTAKING COMPLETE COUNT ACTIVITIES

WHEREAS, The Town of Highland was incorporated to provide certain public services to the residents of this community, all of whom are also residents of this state, and Nation, for whom their elected public servants commit their judgment and industry to promote the general welfare and common public good;

WHEREAS, The Highland Town Council, as the fiscal and legislative body of the Town of Highland, from time to time, encounters issues of public import and moment which invite an expression from the elected representatives as part of the public discourse on the matter;

WHEREAS, It is necessary and desirable for the Town of Highland, to take such steps as practicable to assure an accurate decennial census, rendering an true and complete count of population for the town; and

WHEREAS, The United States Bureau of the Census encourages municipalities to promote activities with the object of assuring an accurate, complete and thorough count of persons residing in the corporate boundaries, supporting the rendering of a complete and true count of population; and

WHEREAS, The Town Council of the Town of Highland, Lake County, Indiana now desires to affirm and commend such measures as may best support the foregoing objectives,

NOW, THEREFORE IT IS HEREBY RESOLVED by the Town Council of the Town of Highland, County of Lake , Indiana as follows:

Section 1. That it is the declared aspiration and intention of the Town of Highland, by its Town Council to promote and support the decennial Census of 2020 and to take such measures to assure an accurate and complete count in the Town of Highland;

Section 2. That there is hereby authorized and established a Complete Count Committee for the 2020 Census in the Town of Highland, which members shall be drawn from the local School Town and well as other key sectors, and include the elected officers of the Town, with the Redevelopment Assistant and the Deputy Clerk-Treasurer to serve as coordinating co-chairs, and liaisons to the U.S. Census;

Section 3. That the public resources of the municipality, including the Town Hall, the training room of the public safety facility and such other public assets as may be useful to support training, educational and public engagement activities to promote and advance the 2020 Census, and its true and complete execution in the Town of Highland are hereby authorized and assigned for this important public purpose;

Section 4. That such activities and tasks to support recruitment commitments may include but not be limited to the following:

- (A) The inclusion of a promotional recital or phrase in the municipal utility bills or the monthly municipal newsletter promoting participation in the forthcoming 2020 Census as well as the Census website;
- (B) The formation of a small speaker bureau working in coordination with the US Census Bureau to make presentations on the importance of the Census to various civic groups and clubs as requested;
- (C) The organizing of a complete count special initiative in neighborhoods that experienced lower return rates during the last Census in an effort to improve these rates; and,
- (D) The promotion of the complete count initiative on broadcast and web-based media;

Section 5. That these represent a series of intended activities and tasks, which represent the Town of Highland's aspirations for promoting an optimal Census count for 2020, which may be expanded or modified as the Town moves forward with its complete count initiative;

Section 6. That the Town Council also politely asks the US Census Bureau, if there is any financial assistance that may be available to assist with execution of the intended complete count plan, the Town of Highland would be most interested in being considered;

Section 7. That upon the passage and adoption of this resolution, an original iteration of it be transmitted to the United States Census Bureau for its information and file.

Passed and Duly Adopted by the Town Council, Lake County, Indiana this 10th day of December 2018. Having been approved by a vote of 5 in favor and 0 opposed.

**TOWN COUNCIL of the TOWN of
HIGHLAND, INDIANA**

/s/Mark A. Herak, President (IC 36-5-2-10)

Attest:

/s/ Michael W. Griffin, IAMC/MMC/CPFA/CPFIM/CMO
Clerk-Treasurer (IC 33-42-4-1;IC 36-5-6-5)

7. **Resolution No. 2018-51:** A Resolution Authorizing, Delegating and Instructing the Town Council President to Vote for A member of the Board of Directors of Trust between the Town of Highland and the Accelerating Indiana Municipalities (AIM) formerly the Indiana Association of Cities and Towns, Operating as a Cooperative Health Benefit Arrangement, pursuant to I.C. 5-10 et seq; and IC 36-1-3.

Councilor Kuiper moved the passage and adoption of Resolution No. 2018-51. Councilor Wagner seconded. Upon a roll call vote, there were five affirmatives and no negatives. The motion passed. The resolution was adopted.

**Town of Highland
Resolution No. 2018-51**

A RESOLUTION AUTHORIZING, DELEGATING AND INSTRUCTING THE TOWN COUNCIL PRESIDENT TO VOTE FOR A MEMBER OF THE BOARD OF DIRECTORS OF TRUST BETWEEN THE TOWN OF HIGHLAND AND THE ACCELERATING INDIANA MUNICIPALITIES (AIM) FORMERLY THE INDIANA ASSOCIATION OF CITIES AND TOWNS, OPERATING AS A COOPERATIVE HEALTH BENEFIT ARRANGEMENT, PURSUANT TO I.C. 5-10 ET SEQ; AND IC 36-1-3.

WHEREAS, Title 36, Article 1 Chapter 4 of the Indiana Code confers certain general corporate powers on the several units of government in Indiana;

WHEREAS, Title 5, Article 10, Chapters 2.2 and 2.6 enables a public employer to provide programs of group health insurance by purchasing policies of group insurance or establishing self-insurance programs;

WHEREAS, Title 5, Article 10, Chapter 8 further enables two or more public employer to establish a common and unified plan of group insurance for employees, including retired employees;

WHEREAS, The Town Council of the Town of Highland, previously approved the Town of Highland's participation and founding membership in a cooperative health benefit arrangement for the good of all qualified members of the Indiana Association of Cities and Towns, now known as the Accelerating Indiana Municipalities, authorizing entry into an Agreement and Declaration of Trust of the IACT Medical Trust, now known as the Aim Medical Trust;

WHEREAS, The cooperative health benefit arrangement for the good of all qualified members of Aim forming the Aim Medical Trust, is governed by a board of directors;

WHEREAS, All member cities and towns of the cooperative health benefit arrangement for the good of all qualified members of Aim, formerly the Indiana Association of Cities and Towns forming the Aim Medical Trust, is empowered to participate in the election of the board of directors; and

WHEREAS, The Town Council of the Town of Highland now desires to delegate, and confer authority upon the Town Council President to complete and submit the official ballot on behalf of the Town of Highland,

NOW, THEREFORE BE IT RESOLVED by the Town Council of the Town of Highland, Lake County, Indiana, as follows:

Section 1. That the Town of Highland is a founding member in the cooperative health benefit arrangement for the good of all qualified members of Aim, formerly the Indiana Association of Cities and Towns operated as the Aim Medical Trust;

Section 2. That the Town of Highland as a participating member in the cooperative health benefit arrangement for the good of all qualified members of the Indiana Association of Cities and Towns operated as the Aim Medical Trust, is entitled to submit a ballot in the election of the Board of Directors of the Trust;

Section 3. That the Town Council of the Town of Highland now authorizes, delegates and instructs the Town Council President to complete the authorized ballot for the forthcoming election of members to the **Board of Directors of the Aim Medical Trust**, voting for no more than one nominee for consideration to serve on the Board for a three-year term, which commences January 1, 2019;

Section 4. That the Town Council of the Town of Highland also takes legislative notice that there is one nominee, of which only one may be elected, that nominee being (1) Jim Mann, Monticello City Clerk-Treasurer, a current member;

Section 5. That the Town Council of the Town of Highland further instructs the Town Council President to select the nominee for a term on the Board of Directors, and submit the completed ballot on or before the deadline of Friday, December 14, 2018;

DULY RESOLVED AND ADOPTED this 10th Day of December 2018, by the Town Council of the Town of Highland, Lake County, Indiana, having been passed by a vote of 5 in favor and 0 opposed.

TOWN COUNCIL of the TOWN of
HIGHLAND, INDIANA

/s/Mark A. Herak, President (IC 36-5-2-10)

ATTEST:

/s/ Michael W. Griffin, IAMC/MMC/CPFA/CPFIM
Clerk-Treasurer (IC 33-42-4-1; IC 36-5-6-5)

8. **Works Board Order No. 2018-44:** An Order for the Temporary Closing of Municipal Offices at the Municipal Building 3333 Ridge Road on Monday, December 31, for Year-end Fiscal and Records Administration Tasks.

Councilor Vassar moved the passage and adoption of Works Board No. 2018-44. Councilor Wagner seconded. Upon a roll call vote, there were five affirmatives and no negatives. The motion passed. The order was adopted.

The Town of Highland
Board of Works
Order of the Works Board No. 2018-44

AN ORDER for the TEMPORARY CLOSING OF MUNICIPAL OFFICES at the MUNICIPAL BUILDING 3333 RIDGE ROAD on MONDAY, DECEMBER 31, FOR YEAR-END FISCAL AND RECORDS ADMINISTRATION TASKS

Whereas, The Town Council has been reliably advised that owing to the desire to ensure completion of several tasks associated with year-end fiscal and records administration, it may be advisable to reduce public access hours to the municipal building while maintaining a scheduled workday;

Whereas, Pursuant to IC 36-1-24(3), the Town Council is also the Works Board for the Town of Highland and governs the hours and other matters related to the Town Hall;

Whereas, The Town Council now desires to modify the access hours of the Highland Municipal Building on Monday, December 31, 2018;

Now Therefore be it hereby Ordered by the Town Council of the Town of Highland, Lake County, Indiana as follows:

Section 1. That the usual hours of **public access** at the administrative and associated offices at the Highland Municipal Building on **Monday, December 31**, are hereby fixed at **8:30 a.m. to 12:30 p.m. but the usual hours of operation or the scheduled workday are unchanged;**

Section 2. That the affected department heads and the Clerk-Treasurer shall carry out the purposes of this order, which is to provide an opportunity for in-service training for administrative, clerical and other workers of the municipality and to support year-end duties;

Section 3. That the Clerk-Treasurer will take steps by appropriate media release to give notice of the subject of this order;

Section 4. That this order shall be effective on and from its passage and adoption;

Be it so Ordered.

DULY, PASSED, ADOPTED and ORDERED by the Town Council of the Town of Highland, Lake County, Indiana, acting as the Works Board, this 10TH day of December 2018, having passed by a vote of 5 in favor and 0 opposed.

WORKS BOARD of the TOWN of
HIGHLAND, INDIANA

/s/Mark Herak, President (IC 36-5-2-10)

Attest:

/s/ Michael W. Griffin, IAMC/MMC/CPFA/CPFIM/CMO
Clerk-Treasurer (IC 33-42-4-1; IC 36-5-6-5)

9. **Works Board Order No. 2018-45:** An Order Authorizing, and Approving the Payment of Elective Honoraria to the Several Municipal Departments and Select Participants in Recognition of and in Goodwill for their Assistance and Support of the Several Events under the Aegis of the Community Events Commission and Ratifying the Payment of Elective Honoraria in the Annual Highland Independence Day Parade.

Councilor Kuiper moved the passage and adoption of Works Board No. 2018-45. Councilor Vassar seconded. Upon a roll call vote, there were five affirmatives and no negatives. The motion passed. The order was adopted.

THE TOWN of HIGHLAND
WORKS BOARD ORDER NO. 2018-45

AN ORDER AUTHORIZING, AND APPROVING THE PAYMENT OF ELECTIVE HONORARIA TO THE SEVERAL MUNICIPAL DEPARTMENTS AND SELECT PARTICIPANTS IN RECOGNITION OF AND IN GOODWILL FOR THEIR ASSISTANCE AND SUPPORT OF THE SEVERAL EVENTS UNDER THE AEGIS OF THE COMMUNITY EVENTS COMMISSION AND RATIFYING THE PAYMENT OF ELECTIVE HONORARIA IN THE ANNUAL HIGHLAND INDEPENDENCE DAY PARADE.

Whereas, The Town Council for the Town of Highland is the Legislative and Fiscal Body of the Municipality as well as the works board pursuant to IC 36-1-2 et seq.,

Whereas, The Highland Community Events Commission, did organize and marshal several community events which included but were not limited to the annual Independence Day and Christmas Parades, the annual Independence Day Festival, and Historic Re-Enactments; and

Whereas, The Highland Community Events Commission did rely on the support and special services of the Highland Parks and Recreation Department, the Public Works Department (Agency) and the Volunteers in Police Services (VIPS) bureau of the Metropolitan Police Department in carrying out its programing for the year;

Whereas, The Highland Community Events Commission has informed the Town Council that is has been customary and is highly desirable for the payment of an honorarium or stipend to some of the participating municipal departments in recognition of their laudable support and contribution to the special event programming during the year;

Whereas, The Highland Community Events Commission has further recommended, requested and identified appropriations in the Special Events Non Reverting Fund be authorized to support the payment of these honoraria and stipends;

Whereas, The Town Council has been reliably advised that many employees of the Highland Parks and Recreation Department and the Public Works Department (Agency) and the Volunteers in Police Services (VIPS) bureau of the Metropolitan Police Department, do expend time, labor and creative process to support the Town of Highland's community programming; and,

Whereas, The Highland Community Events Commission, did organize and marshal the annual Fourth of July Parade; and

Whereas, The Highland Community Events Commission has recommended, requested and identified appropriations in the Special Events Non Reverting Fund be authorized to support the payment of these honoraria; and,

Whereas, Under its authority of IC 36-1-3, The Town passed and adopted Section §2.35.030 of the Highland Municipal Code which provides in pertinent part that the Town Council is authorized to budget and appropriate funds from the general fund of the town to pay the expenses incurred in promoting the best interests of the town and that such expenses may include, but not necessarily be limited to those incurred in developing relations with other units of government or any other expenses of civic or governmental nature deemed by the Town Council to be in the interests of the Town; and,

Whereas, The Town Council has reviewed the matter, and now desires to make findings and determinations related to these recommendations and requests and to favor the recommendation and request of the Community Events Commission, as made at its meeting of November 8, 2018,

Now Therefore Be it hereby Ordered by the Town Council of the Town of Highland, Lake County, Indiana:

Section 1. That the following named municipal departments, agencies or departmental bureaus, be paid an elective honorarium in the amount specified, in appreciation and recognition of their contribution and support for the year's community events, as follows:

| | | |
|-----|---|----------|
| (A) | Parks and Recreation Department | \$500.00 |
| (B) | Public Works Department (Agency) | \$300.00 |
| (C) | VIPS Bureau of the Metropolitan Police Department | \$100.00 |
| (D) | Highland Police Department | \$200.00 |
| (E) | Highland Fire Department | \$200.00 |

Section 2. That the following named groups or bands, which participated in the most recent **Independence Day Parade**, as may be identified by the Community Events Commission, be paid an elective honorarium, in appreciation and recognition of this participation as follows:

| | | |
|-----|-----------------------------|----------|
| (A) | Lady Shriners | \$200.00 |
| (B) | Hobart Shriners | \$200.00 |
| (C) | Michigan City Orak Shriners | \$200.00 |
| (D) | Highland High School Band | \$250.00 |
| (E) | Morton High School Band | \$250.00 |

Section 3. That the following named groups or entities, which offered support through the use of parking lot or related assets in support of the most recent **Independence Day Parade or other special events**, as may be identified by the Community Events Commission, be paid an elective honorarium, in appreciation and recognition of this participation as follows:

| | | |
|-----|------------------------------------|----------|
| (A) | Calvary Baptist Church | \$100.00 |
| (B) | St. James the Less Church | \$100.00 |
| (C) | Carf International (nee Dungarvin) | \$ 50.00 |

Section 4. That the Town Council hereby finds and determines that the forgoing activities and items of expense are lawful and proper expenses incurred in promoting the best interests of the Town as set forth in Section §2.23.030 of the Highland Municipal Code which reads as follows:

§ 2.35.030 AUTHORITY OF TOWN COUNCIL TO REIMBURSE TOWN OFFICIALS FOR CERTAIN EXPENSES.

The Town Council is hereby authorized to budget and appropriate funds from the general fund of the town to pay the expenses of, and to reimburse, town officials for expenses incurred in promoting the best interests of the town. Such expenses may include, but not necessarily be limited to meals, decorations, memorabilia, awards, expenses incurred in interviewing job applicants, expenses incurred in promoting industrial, commercial, and residential development, expenses incurred in developing relations with other units of government, and any other expenses of civic or governmental nature deemed by the Town Council to be in the interests of the town.

Section 5. That the Town Council further finds and determines that the activities and expenses as described herein, while not paid from the Corporation General Fund, are uses and expenditures consistent with the purposes of the **Special Events Non Reverting Fund, when proper appropriations are accordingly approved;**

Section 6. That the Clerk-Treasurer is hereby authorized and instructed to prepare sufficient accounts payable vouchers against the appropriate fund and accounts for the benefit of each of the several municipal departments, agencies or bureaus as may be identified by the Community Events Commission, depicting the expense as an Honorarium, in the amount herein fixed, to be paid to the proper *donation fund*, for the benefit of the named municipal department, agency or bureau, and to take such other measures to carry-out the purposes and objects of this order;

Section 7. That the Clerk-Treasurer is hereby authorized and instructed to prepare sufficient accounts payable vouchers against the appropriate fund and accounts for the benefit of each of the several participating groups or bands as may be identified by the Community Events Commission, depicting the expense as an Honorarium or Stipend, in the amount herein fixed, to be paid according to law;

Section 8. That any actions taken by public officers in advance and in anticipation of the passage and adoption of this order, are hereby ratified, all pursuant to IC 36-1-4-16.

Be it so ordered.

DULY, PASSED and ORDERED by the Town Council of the Town of Highland, Lake County, Indiana, acting as the Works Board, this 10th day of December 2018 having passed by a vote of 5 in favor and 0 opposed.

**TOWN COUNCIL of the TOWN of
HIGHLAND, INDIANA**

/s/Mark A. Herak, President (IC 36-5-2-10)

Attest:

/s/ Michael W. Griffin, IAMC/MMC/CPFA/CPFIM/CMO
Clerk-Treasurer (IC 33-42-4-1; IC 36-5-6-5)

10. **Works Board Order No. 2018-46:** An Order Authorizing, and Approving the Purchase of Turkeys and Hams for the Town of Highland employees in Recognition of and in Goodwill for their Service to the Town of Highland.

Councilor Zemen moved the passage and adoption of Works Board No. 2018-46. Councilor Vassar seconded. Upon a roll call vote, there were five affirmatives and no negatives. The motion passed. The order was adopted.

THE TOWN of HIGHLAND
WORKS BOARD ORDER NO. 2018-46

AN ORDER AUTHORIZING, AND APPROVING THE PURCHASE OF TURKEYS AND HAMS for the TOWN OF HIGHLAND EMPLOYEES in RECOGNITION OF AND IN GOODWILL FOR THEIR SERVICE TO THE TOWN OF HIGHLAND.

Whereas, The Town Council for the Town of Highland is the Legislative and Fiscal Body of the Municipality as well as the works board pursuant to IC 36-1-2 et seq.,

Whereas, The Town Council, did organize and marshal the giving of turkeys to their town employees; purchase from Applewood Farm of Highland, Indiana in the amount of \$4,000.00 by passing and adopting Works Board Order No. 2018-42; and

Whereas, The Town Council, now wishes to affirm its organizing of the giving of turkeys and add the giving of hams to their town employees; purchase from Applewood Farm of Highland, Indiana in the amount not to exceed \$4,000.00 and

Whereas, The Town Council has further recommended, requested and identified appropriations in the Fund be authorized to support the payment of these turkeys as well as hams;

Whereas, Under its authority of IC 36-1-3, the Town passed and adopted *Section 2.35.030 of the Highland Municipal Code*, which provides in pertinent part that the Town Council is authorized to budget and appropriate funds from the general fund of the town to pay the expenses incurred in promoting the best interests of the town and that such expenses may include, but not necessarily be limited to those incurred in developing relations with other units of government or any other expenses of civic or governmental nature deemed by the Town Council to be in the interests of the Town; and

Whereas, The Town Council has reviewed the matter, and now desires to make findings and determinations related to these recommendations and actions,

Now Therefore Be it hereby Ordered by the Town Council of the Town of Highland, Lake County, Indiana as follows:

Section 1. That the employee benefit for identified full-time and other certain year-round part-time workers, all defined as *"eligible workers"* as set forth in Section 6.03.06 of the compensation and benefits ordinance, granting a frozen turkey or in limited cases, a ham to express appreciation for members of the municipal workforce is hereby found and determined to be a proper exercise under the foregoing authority identified in the preamble;

Section 2. That the activity described in Section 1 of this order is hereby authorized and approved in an amount not to exceed \$4,000 and written records related to the activity shall be maintained;

Section 3. That any uncollected or undistributed turkeys or hams are hereby found and determined to be unusable for the purposes for which they were obtained, and pursuant to IC 5-22-22-6 and IC 5-22-22-8(b) and shall be disposed of according to the terms IC 5-22-22 to a local food bank or pantry;

Section 4. That the Clerk-Treasurer is hereby authorized and instructed to prepare an accounts payable voucher against the appropriate fund and account for the vendor from which the turkeys and hams were obtained;

Section 5. That any actions taken by public officers in advance and in anticipation of the passage and adoption of this order, are hereby ratified, all pursuant to IC 36-1-4-16.

Be it so ordered.

DULY, PASSED and ORDERED by the Town Council of the Town of Highland, Lake County, Indiana, acting as the Works Board, this 10th day of December 2018 having passed by a vote of 5 in favor and 0 opposed.

TOWN COUNCIL of the TOWN of
HIGHLAND, INDIANA

/s/Mark A. Herak, President (IC 36-5-2-10)

Attest:

/s/Michael W. Griffin, IAMC/MMC/CPFA/CPFIM/CMO
Clerk-Treasurer (IC 33-42-42-1;IC 36-5-6-5)

- 11. Works Board Order No. 2018-47:** An Order Authorizing and Approving the Third Change Order to the Contract with Indiana Department of Transportation related to the 45th Avenue and 5th Street Intersection Improvement Project, all Pursuant to I.C. 36-1-12-18.

Councilor Vassar moved the passage and adoption of Works Board No. 2018-47. Councilor Wagner seconded. Upon a roll call vote, there were five affirmatives and no negatives. The motion passed. The order was adopted.

**The Town of Highland
Order of the Works Board No. 2018-47**

An Order Authorizing and Approving the Third Change Order to the Contract with Indiana Department of Transportation related to the 45th Avenue and 5th Street Intersection Improvement Project, all Pursuant to I.C. 36-1-12-18

Whereas, The Town of Highland, through its Town Council, which is the Works Board of the Municipality pursuant to I.C. 36-1-2-24(3), has heretofore authorized and approved, through the passage and adoption of *Works Board Order No. 2015-41* on December 28, 2015, a public works project for intersection improvement, with added turn lanes, for 45th Avenue and 5th Street in the Town of Highland as a Federal Highway Aid (FHWA) Project, with the project commonly known as the **45th Avenue and 5th Street Intersection Improvement Project**; and

Whereas, The Town Council has heretofore approved a contract agreement, a **Local Public Agency (LPA) Project Coordination Contract**, presented by the Indiana Department of Transportation (INDOT) which provides for intersection improvement, with added turn lanes, for 45th Avenue and 5th Street in the Town of Highland, carried out as a Federal Highway Aid (FHWA) Project, styled as **EDS # A-249-09-320021, Des. No. 0088400** and further styled as a **STP Group I Project Type** in the original amount of **Six hundred, twenty-eight thousand, thirty-one Dollars and 20/100 Cents (\$628,031.20)**; and

Whereas, During the course of construction of the Project, it has become necessary or desirable to change or alter the original specifications of the project; and

Whereas, First Group Engineering, Incorporated, a licensed engineer performing construction engineering services on this project, at the request of the Town, through the Public Works Director, has specifically identified and presented a description of such changes as one (1) proposed third addendum to the original construction **LPA (LPA) Project Coordination Contract** particularly in support of permitting a time extension to support the delay of delivery of traffic signal poles; and

Whereas, The Town of Highland, through its Town Council which is also the Board of Works, now desires to accept and issue the order for change as described,

Now Therefore Be it hereby Ordered by the Town Council of the Town of Highland, Lake County, Indiana:

Section 1. That Change Order No. 3, R-35932, **45th and 5th Street Intersection Improvement Project**, as prepared by First Group Engineering, Inc., a licensed professional engineer performing construction engineering services on the Project, is hereby approved and authorized in each and every respect;

Section 2. That this third addendum is hereby ordered to be known as *Change Order No. 3*, issued to support of permitting a time extension to support the delay of delivery of traffic signal poles, having no effect on the existing contract value, being the total value of the entire agreement with any and all change orders approved to date as **Six hundred, Forty-six Thousand, Seven Hundred One Dollars and 00/100 Cents (\$646,701.00)**;

Section 3. That as any additional units of materials included in the original contract become needed, the costs of these units in this change order be the same as those shown in the original contract, all pursuant to IC 36-1-12-18(f);

Section 4. That the total of all change orders issued that increase the scope of this project may not exceed twenty percent (20%) of the amount of the original contract, that original contract being in the amount of **Six hundred, twenty-eight thousand, thirty-one Dollars and 20/100 Cents (\$628,031.20)**, which may not exceed **Seven Hundred Fifty-three Thousand, six hundred thirty-seven dollars and 44/100 Cents (\$753,637.44)**, all pursuant to IC 36-1-12-18(d);

Section 5. That the proper officers hereby be and are authorized to execute the necessary documents with their signatures.

Be it So Ordered.

Duly, Passed, Adopted and Ordered by the Town Council of the Town of Highland, Lake County, Indiana, acting as the Works Board, this 10th day of December 2018 having passed by a vote of 5 in favor and 0 opposed.

TOWN COUNCIL of the TOWN of
HIGHLAND, INDIANA

/s/ Mark A. Herak, President (IC 36-5-2-10)

Attest:

/s/ Michael W. Griffin, IAMC/MMC/CPFA/CPFIM/CMO
Clerk-Treasurer (IC 33-42-4-1; IC 36-5-6-5)

12. Action to approve purchase of up to one-week of vacation time in lieu of time off,
pursuant to Section §5.02.09 of the Compensation and Benefits Ordinance.

- A. *The Redevelopment Director requests authorization to buy back four days of vacation from herself in the amount of \$968.92.*
- B. *The Clerk-Treasurer requests authorization to buy back one full week (5 days) of vacation from D. Beck in the amount of \$770.40.*

Councilor Zemen moved to approve the purchases of the vacation time as indicated. Councilor Wagner seconded. Upon a roll call vote, there were five affirmatives and no negatives. The motion passed. The payments as indicated were approved.

Comments or Remarks from the Town Council:
(For the Good of the Order)

- **Councilor Bernie Zemen:** *Chamber of Commerce Co-Liaison • IT Liaison • Liaison to the Board of Waterworks Directors; Liaison to the Community Events Commission.*

Councilor Zemen acknowledged the Redevelopment Director, offered a survey of redevelopment activities.

- **Councilor Dan Vassar:** *Liaison to the Park and Recreation Board.*

Councilor Vassar acknowledged the Parks and Recreation Superintendent, who offered a brief survey of recreation activities.

- **Councilor Steve Wagner:** *Advisory Board of Zoning Appeals Liaison.*

Councilor Wagner wished all a Merry Christmas and Happy New year. He also noted that his wife, Janet Wagner baked cookies and he shared the lot.

- **Councilor Konnie Kuiper:** *Fire Department, Liaison • Chamber of Commerce Co-Liaison.*

Councilor Kuiper acknowledged the Fire Chief who reported on a fire department activities.

- **Councilor President Mark Herak:** *Town Executive • Chair of the Board of Police Pension Trustees • Budget and Finance Chair • Liaison to the Board of Sanitary Commissioners • Town Board of Metropolitan Police Commissioners, Liaison.*

The Town Council President acknowledged Robin Carlascio of the Idea Factory who reported on the progress for repairs to the hacking of the town's website.

The Town Council President acknowledged the Public Works Director who offered a status survey of public works projects and announced his readiness for street issues for the winter.

The Town Council President extended sympathy to the Miller family of Fagen-Miller on the passing of Larry Miller as well as the wife of the owner of Van Senus Auto.

Comments from Visitors or Residents:

There were no comments from visitors or residents.

Payment of Accounts Payable Vouchers. There being no comments from the public, Councilor Wagner moved to allow the vendors accounts payable vouchers as filed on the pending accounts payable docket, covering the period November 27, 2018 through December 10, 2018 and the **payroll docket for November 23, 2018**. Councilor Zemen seconded. Upon a roll call vote, there were five affirmatives and no negatives. The motion passed. The accounts payable vouchers for the vendor docket were allowed, payments allowed in advance were ratified, the payroll docket listed was ratified and for all remaining invoices, the Clerk-Treasurer was authorized to make payment.

Vendors Accounts Payable Docket:

General Fund, \$326,920.32; Motor Vehicle Highway and Street (MVH) Fund, \$21,194.73; Federal Forfeited and Seized Asset Fund, \$358.61; Flexible Spending Agency (FSA) Fund, \$949.22; Insurance Premium Fund, \$159,981.59; Information Communications Technology Fund, \$6,066.33; Special Events Non Reverting Fund, \$668.16; Police Pension Fund, \$496.58; Municipal Cumulative Capital Development Fund, \$525.00; Traffic Violations and Law Enforcement Agency Fund, \$12,000.00; Gaming Revenue Sharing Fund, \$57,597.96; Special Community Crossings Grant Fund, \$18,700.00; Total: \$ 605,458.50.

Payroll Docket for payday of November 23, 2018:

Council, Boards and Commissions, \$8,207.00; Office of Clerk-Treasurer, \$14,284.72; Building and Inspection Department, \$8,600.74; Metropolitan Police Department, \$111,398.39; Fire Department, \$3,371.23; Public Works Department (Agency), \$68,534.05; and Police Pensions, \$67,795.63. Total Payroll: \$282,191.76.

Adjournment of Plenary Meeting. Councilor Vassar moved that the plenary meeting be adjourned. Councilor Kuiper seconded. Upon a vote *viva voce*, the motion passed. The regular plenary meeting of the Town Council of Monday, December 10, 2018 was adjourned at 7:46 O'clock p.m.

Michael W. Griffin, IAMC/MMC/CPFA/CPFIM/CMO
Clerk-Treasurer